



PERSON SPECIFICATION – Attendance Officer ME7

Ap – Application Form

SP – Selection Process

Ref – Reference

Specification	Essential / Desirable	Method of Assessment
QUALIFICATIONS		
GCSE C grade or higher (or equivalent) in Maths and English	E	Ap
Evidence of continuous professional development	E	Ap /Ref
School Attendance Officer Certificate (or willing to undertake it)	E	Ap
EXPERIENCE		
Experience of working in an administrative role, providing in-depth administrative support to a wide range of colleagues	E	Ap / Sp
Experience of Schools administration processes including attendance	D	Ap / Sp
Experience of working in education	E	Ap / Sp
Experience of maintaining SIMS to provide key data for SLT/staff	D	Ap / Sp
An understanding of attendance procedures	D	A/ / Sp
SKILLS		
Excellent communication and interpersonal skills	E	Ap/Sp
Ability to work independently, demonstrating initiative	E	Sp
Ability to develop and maintain efficient record keeping/management information systems, providing accurate records and reports as required	E	Ap/Sp
Knowledge of a variety of ICT systems including Excel, Word, Publisher, and a working knowledge of mail merge, the manipulation of data within spread sheets.	E	Ap/Sp
Ability to reconcile priorities, work to tight deadlines and problem solve	E	Sp / Ref
Receptive to new ideas, approaches and challenges	E	Sp / Ref
An ability to communicate effectively with teachers, students, parents and multi agencies	E	Sp / Ref

An ability to work autonomously and as part of a team	E	Sp / Ref
Good organisation, time management, communication and interpersonal skills	E	Sp / Ref
Good research and planning skills	E	Sp / Ref

Knowledge of the main aspects of the organisation of secondary schools	D	Sp / Ref
Knowledge of the principles involved in giving advice and guidance to young people including the place of confidentiality and sharing information	E	Sp / Ref
Knowledge of the rights and responsibilities of parents	D	Sp / Ref
The ability to liaise with and gain the confidence of all school staff	E	Sp / Ref
The ability to work flexibly	E	Sp / Ref
Patience, resilience, tolerance and a genuine understanding of the difficulties that students may encounter with their school and home life	E	Sp / Ref
The ability to find creative and imaginative solutions to problems	E	Sp / Ref
The ability to produce detailed, concise evaluative reports	E	Sp / Ref

SAFEGUARDING

Shows a personal commitment to safeguarding and promoting the welfare and rights of young people.	E	Sp
Appreciates the significance of safeguarding and interprets this for all individual children and young people whatever their circumstances	E	Sp
Can demonstrate an ability to contribute towards a safe environment	E	Sp

PERSONAL QUALITIES

Enthusiasm, drive and a love for the job	E	AF, SP & Ref
Committed to high standards of customer service and evidence of a 'can-do' approach	E	Sp
Ability to form and maintain appropriate relationships and personal boundaries with children and young people	E	Sp
Committed to equality and diversity	E	Sp
Committed to own continuing professional development	E	Sp
Clear vision and an innovative approach	E	AF, SP & Ref

A passion for ensuring all aspects of school life demonstrate integrity and respect	E	SP & Ref
Commitment to a high profile presence in and around the school	E	Sp
Ability to foster an open culture where all are valued and treated fairly	E	AF, SP & Ref
Excellent communication skills, both verbal and written	E	SP
Ability to organise, plan and prioritise time effectively	E	SP
Ability to act decisively	E	SP
Willingness to challenge others to produce positive outcomes.	E	SP
Flexibility, adaptability and creativity	E	SP

This school is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. Successful applicants will be subject to enhanced DBS checks, qualifications and experience checks and satisfactory references.